

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that each facility must maintain a client intake/summary youth data file for each youth at the facility.

PURPOSE

This policy ensures updated information essential for the apprehension of escaped youths.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to maintaining a youth data file. At a minimum, these SOPs must contain the following requirements:

**Data File
Contents**

Each facility maintains a card file and/or JJIS intake record to include:

- Name, address, telephone number.
- Date of birth.
- Race.
- Gender.
- Current height and weight.
- Ethnicity.
- Religion.
- Language.
- Disability.

- Parent/guardian contact information.
- Last school attended.
- Highest grade completed.
- Eye color, hair color, and complexion.
- Distinguishing characteristics (such as scars, marks, tattoos) that would aid in identification of the youth.
- Legal status.
- DNA profile (if applicable).
- Current placement.
- Previous placement.
- Current case manager.
- A current photograph (taken within one (1) year).
- Summarization of the offense history (including committing offense).

**Location of Data
File**

Each facility ensures that:

- The file is kept in a secure area inaccessible to youths.
- The file is updated on an annual basis.
- The file is available to designated staff on a 24-hour basis.

**Victim
Notification**

When victim notification has been requested pursuant to law, the youth's card or record is marked in a clearly identifiable manner.

The victim's contact telephone number and address is available.

In the event of an escape, victim notification occurs immediately or as soon as possible after the escape.

See BJJ Policy JR5 502.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)